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DD/A Registry

85-0058/1

4 JAN 1985

MEMORANDUM FOR: Director of Communications  
 Director of Data Processing  
 Director of Finance  
 Director of Information Services  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training and Education

DDA REGISTRY  
 FILE: 30-1100

FROM:

Executive Officer to the DDA

SUBJECT:

January Comptroller's Meeting

1. The Comptroller is planning to hold a meeting on Wednesday, 23 January 1985 to review the status of the 1985 program. In preparation for this meeting, we ask that you provide information on the following items\*by 1200 hours, Monday, 14 January 1985:

- a. Estimated personal services shortfalls or surplus in both funds and FTE for FTP and T/PT personnel through September 1985.
- b. Status of your 1985 First Quarter obligation/commitment plan including explanations of any deviations.
- c. An updated list with accompanying justifications for unfunded requirements.

2. Unfunded requirements have not been requested by the Comptroller because there is a very good possibility that some portion of the January Pay Raise will have to be absorbed by the Agency and that further spending limitations will be imposed in 1985. If this is true, there will probably be no significant savings to fund unfunded requirements. Nevertheless, we still want to hear from you regarding your hard unfunded requirements in order to be fully aware of your problems.

\*The DDA must submit this info to the Comptroller by COB 15 January 1985.

(4Jan85)

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